

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5014

AMEDDC&S & FSH Regulation
No. 385-10

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Safety
OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Proponent and exception authority. Supplementation to this regulation is prohibited without prior approval from the Commander, US Army Medical Department Center and School (AMEDDC&S) and Fort Sam Houston (FSH).

- 1. HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.
- 2. PURPOSE.** To prescribe policies and procedures for complying with applicable occupational safety and health laws and regulations, and to ensure the safety and health of all personnel at FSH by managing the risks.
- 3. REFERENCES.** Required and related publications and forms are listed in Appendix A.
- 4. APPLICABILITY.** This regulation applies to all military, civilian, and contractor personnel employed at FSH and Camp Bullis.
- 5. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms are explained in the Glossary.
- 6. GENERAL.** The FSH goal is to institutionalize safety and risk management into all AMEDDC&S and US Army Garrison (USAG) operations, systems, doctrine, and training, based on the key elements of leadership, management commitment, employee involvement, and continuous process improvement.

*This regulation supersedes FSH Memo 385-10, dated 13 March 1998.

7. STATUTORY AND OTHER AUTHORITY. Statutory authority is Public Law 91-596, Occupational Safety and Health Act (OSHA) of 29 Code of Federal Regulation (CFR) Parts 1910, 1926, and 1960 and other CFRs applicable to Occupational Safety and Health Services; Executive Order 12196; DODI 6055.1; Army Regulation (AR) 385-10, The Army Safety Program, and other applicable Occupational Safety and Health (OSH) Regulations and Directives.

8. RESPONSIBILITIES.

a. The Installation Commander will:

(1) Provide a safe and healthful workplace for all employees.

(2) Require that commanders, tenant units, functional managers, and supervisors enforce safety and OSHA program requirements within their respective areas of responsibilities.

(3) Designate an OSHA manager.

(4) Organize and staff a safety organization.

(5) Ensure qualified safety, health, and fire protection personnel evaluate hazards and/or deficiencies, and assign Risk Assessment Codes (RAC).

(6) Ensure occupational safety and health compliance is evaluated as part of the performance review required for commanders, military, and civilian supervisors.

(7) Establish a safety and occupational health council.

(8) Provide sufficient funds and other resources to the Installation Safety Office (ISO) to carry out all responsibilities designated in this regulation, and to assure safety and occupational health program effectiveness.

(9) Require tenant activities to participate in the installation's safety program, as appropriate.

b. The Chief, ISO, will be designated as the OSH manager, and as such will:

(1) Serve as the principal staff advisor and technical consultant to the command staff, directors, division chiefs, and other elements, in support of the safety program.

(2) Implement plans, policies, and procedures designed to achieve compliance with Federal and Department of Defense (DOD) requirements.

(3) Analyze and interpret new or changing regulations and establish applicable implementation procedures.

(4) Coordinate with the union representatives as appropriate, and within the guidance promulgated by the installation.

(5) Administer an information management system that generates accident, injury, and illness data, and safety/risk management information.

(6) Functions as the primary point of contact for all Department of Labor's OSHA's visits and/or inquiries.

(7) Provides AMEDDC&S Branch safety support.

(8) Ensures integration of OSH considerations into AMEDDC&S systems, doctrine and training.

(9) Reviews work hazards as they apply to environmental differential/hazardous duty pay requests before final review, and action by Civilian Personnel Advisory Center (CPAC).

(10) Actively participate in the civilian resource conservation program committee.

(11) Develop and conduct a safety training program that includes at a minimum: supervisory training; collateral duty safety officer training; program specific training; job hazard analysis training, and risk management training.

(12) Serve as planner and recorder for the installation Safety Executive Committee.

(13) Maintain a master file of Public Law 91-596; Executive Order 12196; 29 CFR 1910, 1926, and 1960; and relevant DOD and Department of the Army (DA) publications.

(14) Establish and maintain close liaison with other staff agencies to ensure maximum cooperation in the areas of fire protection, environmental protection, occupational health, industrial hygiene, and civilian personnel.

c. The Installation Medical Authority (IMA) will:

(1) Provide medical treatment for emergency illnesses and injuries for military members and for civilians employed on this installation.

(2) Establish an occupational health program to include medical surveillance in accordance with (IAW) AR 40-5, Preventive Medicine.

(3) Maintain liaison with ISO.

(4) Conduct health education programs and participate in the installation safety training, as appropriate, and with the available resources.

(5) Conduct industrial hygiene and occupational health surveys and provide the results to the ISO as appropriate. This will include the assignment of RACs to health hazards identified IAW AR 385-10, and provide the information to the ISO for inclusion in abatement plans.

(6) Coordinate with private practitioners on the management of workplace illnesses and injuries.

(7) Provide data on occupational illnesses for exposure to chemical, biological, or physical agents, to include cumulative trauma disorders, to the ISO.

d. Commanders and chiefs of subordinate or tenant organizations will:

(1) Appoint either full-time or collateral duty safety officers (CDSO).

(2) Ensure compliance with occupational safety and health requirements.

(3) Enforce occupational safety and health rules and regulations to include the use of personal protective equipment (PPE).

(4) Ensure quarterly work site inspections are conducted with the resulting report forwarded to the safety office within 30 days after end of the preceding quarter.

(5) Establish internal safety committees as appropriate.

(6) Ensure proper hazardous material codes are placed on the supply requisition for hazardous material IAW chapter 13, DA Pam 710-2-1, Using Unit Supply System. (If it is a local purchase, a statement requesting Material Safety Data Sheets (MSDSs) is required for hazardous material, IAW AMEDDC&S & FSH Memo 385-33, Hazard Communication Program.)

e. The CPAC will:

(1) Manage all claims for injured workers who are serviced by the Fort Sam Houston CPAC.

(2) Ensure that CA1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation and the CA2, Federal Employee's Notice of Occupational Disease and Claim for Compensation are electronically submitted to the Office of Workers Compensation Programs (OWCP) using the Electronic Data Interchange (EDI). This in turn will generate the OSHA 301 for use by the ISO in tracking claims on Federal Civilians.

(3) Include participation of the ISO at the quarterly Federal Employee Compensation Act (FECA) training for supervisors and at all New Employee Orientations (NEO).

(4) Provide guidance on the application of labor management relations to the OSH program.

(5) Coordinate with the ISO to have ISO provide appropriate safety training at NEO and the OWCP for Managers Course.

(6) Provide advice and assistance to supervisors concerning civilian discipline and performance appraisal requirements in regard to safety and health matters.

(7) Coordinate with the safety and health officials on all requests concerning environmental differential pay/hazard differential pay (EDP/HDP).

f. The Directorate of Contracting (DOC) will:

- (1) Include safety provisions in contracts.
- (2) Conduct pre-performance conferences that include safety and health personnel and all parties involved as appropriate.
- (3) Provide basic safety training to the Contracting Officer Representatives (COR) to ensure they can recognize situations that require the ISO's input.
- (4) Assist in the enforcement of contract safety requirements to include first day inspections as appropriate.
- (5) Ensure the existence of requirement for contractors to provide a list of hazardous chemicals, along with the MSDSs, to the COR for approval, prior to the beginning of a job/project/service.

g. The Directorate of Public Works (DPW) will:

- (1) Provide the coordination of new construction, facility modification projects, and work request documents for ISO's review.
- (2) Give priority to abate the deficiencies associated with the inspections conducted by the ISO. The time limitations will be officially established by a memorandum between the DPW and the ISO.
- (3) Ensure that the design of new construction, equipment, and/or modifications meet OSH requirements.
- (4) Encourage adherence, by contractors, to OSH requirements and the use of PPE.
- (5) Ensure responsible COR will notify contractors when safety requirements are not being met. Document these inadequacies and notify the ISO and DOC if corrections are not promptly made.
- (6) Ensure accidents involving contractor employees are promptly reported through the responsible contracting officer to the ISO.

h. The Directorate of Logistics (DOL) will:

(1) Periodically review the requisitioning process to ensure requesters are properly coding and/or identifying hazardous material, as appropriate.

(2) Ensure all hazardous materials are properly identified and labeled upon receipt, during storage, and when issued.

(3) Ensure all hazardous materials received have an MSDS, if it is a first-time purchase.

(4) Provide an MSDS to the user at the time of initial purchase, and when a new MSDS is issued.

(5) Maintain copies of all MSDSs used on this installation.

i. The Director of Community Activities (DCA) will ensure conformance to all appropriate OSHA, DOD/DA, and FSH requirements in both, appropriated and non-appropriated, activities.

j. All directors of installation directorates and divisions (department chiefs within AMEDDC&S) will:

(1) Appoint either full-time or at a minimum identify one primary and one alternate CDSO (from each department within AMEDDC&S). The appointed individuals must have at least one year of retainability, be provided the training commensurate with the requirement established by the ISO, and be given sufficient time, as required, to perform the function.

(2) Ensure compliance with safety, occupational health, and fire prevention requirements.

(3) Enforce occupational safety and health rules and regulations to include the use of PPE.

(4) Ensure quarterly work site inspections are conducted with the resulting report forwarded to the safety office within 30 days of the end of the preceding quarter.

(5) Establish internal safety committees, as appropriate.

(6) Ensure that safety is adequately addressed in all standing operating procedures.

(7) Conduct routine safety meetings.

(8) Ensure DD Form 2272, DOD Occupational Safety and Health Protection Program, is posted on each official bulletin board.

(9) Notify the ISO of all accidents, incidents, and near misses as soon as possible, but not later than (NLT) 24 hours after occurrence. The AMEDD Center and School & Fort Sam Houston (CSFS) Form 96-E, Accident/Incident/Near Miss Report, should be used.

(10) Complete all appropriate accident Forms IAW AR 385-40, Accident Reporting and Records.

(11) Provide job safety training for employees, and document the training in local personnel files, as well as the installation level files, as appropriate.

k. Supervisors will:

(1) Familiarize themselves with the health and safety requirements for all jobs/tasks performed under their supervision.

(2) Conduct a hazard assessment of the operations under their supervision, select PPE as appropriate, and certify in writing that the PPE is appropriate to afford protection from the identified hazards that have not been eliminated, ref CSFS Form 98-E-R, Occupational Safety and Health Training Record, See Figure 1. Supervisors may contact the ISO for assistance as needed.

(3) Enforce the use of PPE and adherence to all safety and health requirements.

(4) Provide initial and refresher worksite specific training.

(5) Document training on CSFS Form 98-E-R.

(6) Ensure hazardous materials are properly labeled, stored and used.

l. CDSOs will:

(1) Attend the required training as established by the ISO. This represents the minimum training, with additional

training being provided commensurate with the requirements of the respective organization.

(2) Conduct quarterly safety inspections of all work sites and submit the resulting reports to the ISO NLT 30 days past the end of the preceding quarter. (Delegation for multiple sites is permissible.)

(3) Assists the supervisors/chiefs/directors/commanders in the implementation of a total safety program, to include accident and incident reporting.

m. Military, Civilian, and Contractor Employees will:

(1) Comply with all occupational safety and health guidance.

(2) Promptly report safety and health concerns.

(3) Promptly report injuries, illness, equipment damage, and near misses to the supervisor.

(4) Contribute suggestions which may assist in preventing accidents.

(5) Stop unsafe acts and/or report them to the responsible supervisor.

(6) Decline to perform an assigned task because of reasonable belief that the task poses an imminent risk, or death, or serious bodily harm.

(7) Wear and maintain appropriate PPE as required.

9. OCCUPATIONAL SAFETY AND HEALTH COUNCIL. The Occupational Safety and Health Council for the AMEDDC&S and USAG is established IAW AR 385-10 and Title 29, CFR 1960.17.

10. PREVENTION AND CONTROL OF WORKPLACE HAZARDS. FSH is committed to providing a safe and healthful workplace for all employees. To fulfill this requirement, all recognized safety and health hazards will be eliminated or controlled as quickly as possible. The selection and application of hazard controls are an integral part of the Army's five-step risk management process. This paragraph discusses the basic control principles to prevent workplace accidents and injuries.

a. Control Methods. A control is a barrier between a hazard and the people or environment. The term barrier is not exclusively used to denote a physical barrier but used to describe something that will diminish the dangers associated with an identifiable hazard. The hierarchy of controls is as follows: engineering controls, administrative controls, and PPE.

(1) Engineering control. Engineering controls include elimination of the hazard by not performing that particular function, substitution of a less hazardous material or methodology, or by applying a control mechanism such as ventilation, control switches, or wet methods to control the evolution of dusts.

(2) Administrative control. Administrative controls such as job rotation, signage, policies, procedures etc., are less effective than engineering controls, but are useful when the employees are trained and fully understand the procedures and processes.

(3) Personal protective equipment. The use of PPE is the least desirable of all control mechanisms because it depends on a number of factors. These include requirements to conduct a hazard assessment; select PPE based on the hazard assessment; train the workers in the proper use, inspection and limitations, and enforcement of usage.

b. Hazard Control Priorities. The following set of priorities should be used as a guide to selecting control methods. They are listed in order of importance within the hierarchy of controls.

(1) Eliminate the hazard by revising the design of the activity.

(2) Reduce the hazard by reducing the degree of severity or the probability of occurrence through redesign or re-engineering of the activity.

(3) Provide safety devices (guards, interlocks, shielding, etc.).

(4) Provide warning devices (horns, lights, signs, etc.).

(5) Provide administrative procedures (limit occupancy, follow detailed sequence, etc.).

(6) Provide PPE (gloves, goggles, respirators, etc.).

(7) Combination of the above (use spray paint respirators when spraying in a spray paint booth, etc.).

c. Application of Hazard Control Principles.

(1) Perform job hazard analysis on each operation. This includes listing every significant task, identifying potential hazards associated with the task, and identifying the control mechanism (principle) to prevent an accident/injury/incident. Appendix B is a sample of a job hazard analysis.

(2) System safety, industrial hygiene, and environmental reviews should be conducted and addressed during the planning, design, development, acquisition, and operation of systems, activities, and facilities.

(3) Operating procedures or similar directives must be developed in sufficient detail to include safety and health protection.

(4) Purchasing procedures should include attention to safety and health issues by incorporating appropriate specifications into requisitions and contracts.

d. Hazard Abatement. The ISO, IMA, and fire department personnel will be responsible for performing an analysis of safety, industrial hygiene/occupational health, and fire hazards, respectively. The following procedures apply:

(1) The hazards will be risk assessed in terms of hazard severity and probability.

(2) The hazards will be assigned a RAC, IAW Table 3-3, AR 385-10.

(3) The abatement may be in the form of any of the control principles discussed above.

(a) RAC 1 hazards will be abated within 24 hours.

(b) RAC 2 hazards will be abated within 3 days.

(c) RAC 3 (IIC) hazards will be abated within 10 days.

(d) RAC 3 (other than IIC) hazards will be abated within 30 days.

(e) RAC 4 and 5 hazards will be abated as resources become available.

(5) Abatement plans. Where permanent abatement will take longer than 30 days for RAC 1 and RAC 2 hazards, abatement plans will be prepared. The plans will include interim control measures as necessary, and will be kept updated by spot checking and/or sampling.

(6) The DA Form 4754, Violation Inventory Logs, or an equivalent form will be maintained by the ISO to track the violations.

11. REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.

a. Hazard Reporting. Detection of unsafe or unhealthful working conditions at the earliest possible time and prompt correction at the lowest working level are essential elements of the FSH program. All employees are encouraged to orally report unsafe or unhealthful working conditions to their immediate supervisor. Supervisors will:

(1) Investigate the situation and take appropriate corrective action.

(2) Contact the ISO for assistance.

(3) Keep the reporting employee informed of all action taken and/or on-going.

b. Employees. Any employee (or employee representative) may submit a written report of an unsafe or unhealthful working condition directly to the ISO. The DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions, may be used for this purpose.

(1) Any employee may call the ISO or use the FSH Safety Helpline (295-SAFE (7233)).

(2) Employees shall correct safety deficiencies within their means, and report unsafe or unhealthful working conditions to their first-line supervisor verbally or in writing when they are not able to correct the deficiency.

c. Installation Safety Office.

(1) Upon receipt of a hazard report, the ISO will log the report, contact the originator by telephone to acknowledge receipt, and discuss the seriousness of the reported hazard. The ISO shall advise the cognizant supervisor that a hazard has been reported.

(2) The ISO shall investigate all reports brought to his attention. Alleged imminent danger situations shall be investigated as soon as possible. Potentially serious situations shall be investigated within 2 days and all others within 5 days.

(3) If the report is a health or fire hazard, as opposed to a safety hazard, the ISO shall refer the report to the CDSO for investigation as necessary.

(4) The ISO shall maintain the anonymity of the individual making a report if so requested by the reporting individual.

(5) The ISO shall retain the records IAW AR 25-400-2, The Army Records Information Management System (ARIMS).

d. Supervisors.

(1) Shall respond to an employee report without malice against a reporting employee.

(2) Shall abate the concern/hazard.

(3) Shall inform the employee of their reporting rights and appeals.

(4) Shall post DD Form 2272, DOD Occupational Safety and Health Protection Program, along with a blank DA Form 4755, for use by employees.

e. Appeals. If the originator of a report is dissatisfied with the assessment, they are encouraged to confer with the ISO to discuss the matter further. If the originator remains dissatisfied, they may appeal to the FSH commander. Appeals are also available through the Inspector General, and the CPAC. Civilian employees may also submit concerns directly to the OSHA; however, the Secretary of Labor encourages employees to

use the in-house hazard reporting procedures as the most expeditious means to achieve abatement.

12. ACCIDENT/INCIDENT/NEAR MISS REPORTING AND RECORDKEEPING.

a. Accidents that result in injury, death, or property damage, degrade readiness, and increase operational costs. Accident investigations aimed at determining root causes are necessary to prevent future occurrence of similar events. Accurate records are necessary to establish trends, conduct analyses, and assess the effectiveness of the overall program. Investigation and reporting need to be conducted IAW AR 385-40.

b. Near misses and other incidents are precursors to accidents; therefore, it is extremely important to capture this information to ensure that accidents do not happen under the same circumstances.

c. Definitions.

(1) Class A accident. An accident in which the total cost of government property damage and/or Army personnel injuries is \$1,000,000 or greater, or an occupational injury/illness that results in a fatality or permanent total disability of Army personnel.

(2) Class B accident. An accident in which the total cost of government property damage and Army personnel injuries is \$200,000 or more, but less than \$1,000,000; or an occupational injury/illness results in permanent partial disability or hospitalization of five or more Army personnel.

(3) Class C accident. Non-fatal injury resulting in loss of time from work beyond day/shift when injury occurred and/or property damage of more than \$10,000 but less than \$200,000.

(4) Class D accident. Property damage of more than \$2,000 but less than \$10,000.

13. ACCIDENT/INCIDENT/NEAR MISS REPORTING REQUIREMENTS.

a. Notification.

(1) During normal duty hours. Notify the next higher chain of command of a Class A or Class B accident or a military

fatality. Telephonically notify the ISO at 221-3866, immediately of all accidents/incidents/near misses.

(2) During non-duty hours/weekends/holidays. Notify the Staff Duty Officer (SDO) of a Class A or Class B accident or of a military fatality either on- or off-duty. The SDO will then notify the occupational safety and health manager IAW SDO instructions. The ISO will be responsible for notifying the safety entity within the Medical Command (MEDCOM), Installation Management Agency, and Combat Readiness Center. The notification should include at a minimum, the items listed below; however, the notification should not be delayed because certain elements are unknown:

- (a) Date and time of the accident.
- (b) Name, Social Security Number (SSN), unit of personnel and unit identification code (UIC).
- (c) Extent of injuries and/or damages and location where accident occurred.
- (d) Type and location of accident and disposition of injured persons and damaged property.
- (e) Hazardous/sensitive materials involved.
- (f) Weather conditions at time of accident.
- (g) Brief synopsis of event, include whether alcohol/drugs were involved. For motor vehicle accident, include whether or not individual was wearing seatbelts and had received accident avoidance training.
- (h) Point of contact and telephone number.

b. Reporting procedures.

(1) Submit CSFS Form 96-E, on all accidents/incidents/near misses.

(2) Report all accidents resulting in \$2,000 damage to Army equipment or property, or \$2,000 damage to non-Army equipment or property as a result of Army operations (Army fault) on DA Form 285, US Army Accident Investigation Report, and submit to the ISO within 7 days.

(3) Supervisors will fill out DA Form 285 for all military injuries and occupational illnesses resulting in more than one lost duty day. The forms must reach the ISO within 7 duty days.

(4) Injuries of Federal employees will be reported to the OWCP by completing the CA1 or CA2. An on-the-job injury that results in the death of a Federal Employee should be reported by completing the CA6, Official Supervisor's Report of Employee's Death. All applicable reports should come through the Injury Compensation Program Administrator (ICPA) located at the Civilian Personnel Advisory Center, 1410 Stanley Road, STE B, Fort Sam Houston, TX 78234-5022.

(5) Section I of CSFS Form 96-E, does not need to be completed for incidents/near misses.

c. Responsibilities for the Occupational Safety and Health Manager:

(1) Implement policies and procedures for reporting and documenting accidents at FSH.

(2) Correlate the accidents/incidents/near misses and conduct statistical analysis.

(3) Publish relevant information to preclude recurrence.

d. Responsibilities for the supervisor:

(1) Perform the appropriate notifications and submission of reports.

(2) Instruct employees to report all accidents to them as soon as possible, no matter how minor.

(3) Assist employees in filling out and transmitting required accident reports.

e. Responsibilities for the CDSO:

(1) Assist in reporting and documentation of accidents within their area of responsibility.

(2) Ensure that the ISO has been notified of all accidents/incidents/near misses.

f. Responsibilities for employees: Promptly report all accidents, including near misses, to supervisory personnel.

14. ACCIDENT/INCIDENT/NEAR MISS INVESTIGATIONS. All accidents and incidents degrade readiness and increase operational costs. Near misses are the precursors to accidents and incidents; therefore, they will be investigated to the extent necessary to prevent future occurrence of similar events. Accurate records are necessary to establish trends, conduct analyses, and to assess the effectiveness of the overall program.

a. It is the responsibility of the Occupational Safety and Health Manager to:

(1) Implement policies and procedures for investigating, reporting, and documenting accidents/incidents/near misses at FSH.

(2) Provide assistance and advice.

(3) Provide training in investigative techniques to supervisors and CDSOs.

(4) Track corrective actions and disseminate the information taken in response to accidents/incidents/near misses.

b. It is the responsibility of the supervisor to:

(1) Thoroughly investigate all accidents/incidents/near misses.

(2) Maintain the scene to allow for proper investigation.

(3) Assist safety personnel in the investigation and analysis of accidents/incidents/near misses.

c. It is the responsibility of the CDSO to:

(1) Assist supervisors in investigations.

(2) Seek assistance from the ISO as appropriate.

15. CENTRALIZED ACCIDENT INVESTIGATION OF GROUND (CAIG) ACCIDENTS. The CAIG program established procedures for investigating on-duty Class A ground accidents are outlined in AR 385-40.

a. Accident Investigation Boards. On duty Class A/B training accidents and selected other categories of accidents as determined by the FSH commander, will be investigated by a CAIG investigation board. All CAIG investigation boards will employ general use accident investigation procedures IAW AR 385-40.

b. Investigation Reports. Investigation reports will include accident causes, contributing factors (if any), actions recommended, and actions taken (i.e., changes in local procedures and/or changes in proponent school house training, doctrine and/or material). An Equipment Improvement Report or Quality Deficiency Report is required when material failure is a cause or contributing factor. Class A/B training accidents not investigated by the Combat Readiness Center will be investigated by the installation/activity commander. Reports will be submitted to the ISO NLT 20 days from the date of the accident. The ISO will review and submit the reports to the appropriate headquarters safety office.

c. Installation Commander. The installation commander will appoint an accident investigation board for all on-duty Class A/B ground accidents, except those investigated by the Combat Readiness Center Accident Investigation Board, and those involving privately owned vehicles (POV) at off-duty facilities. The accident investigation board will consist of three members. Additional non-voting persons may be appointed as needed for technical expertise. Members of the board will be selected from organizations other than the unit where the accident occurred. The president of the board will be a field grade officer. The board will investigate to determine the causes of the accident, and make recommendations to prevent recurrence of a similar accident in the future. The board's written report will be kept confidential, and will be hand carried by the president of the board to the major subordinate unit commander for technical review and further staff action. One copy of the report will be hand carried to the commander of the unit experiencing the accident. The commander of the unit experiencing the accident will complete DA Form 285, affix it to the report of investigation, and prepare a letter of transmittal which indicates concurrence or non-concurrence, and actions taken at their level to prevent similar accidents. Sufficient copies of the report will be made to allow the original and two copies to be forwarded to the ISO, and provide a file copy for the major subordinate unit, and the unit experiencing the accident.

d. The Union(s). The union(s) may request from the Commander, Army Combat Readiness Center, a copy of the non-

privileged portion of an accident investigation report in which a bargaining unit employee is injured or hurt.

e. Commanders will initiate the following actions upon learning of a Class A or Class B accident:

(1) Ensure that personnel are cared for, and casualties evacuated and treated.

(2) Secure the accident site until relieved by proper authorities.

(3) Ensure incidents or events listed in AR 385-40 are reported to the nearest Director of Emergency Services (DES), as soon as the first commander in the troop chain of command becomes aware of the incident, or event.

(4) Coordinate all actions with appropriate authorities for accidents occurring in areas not under Army control.

(5) Identify witnesses and have initial statements prepared.

(6) Secure operational, maintenance, and historical records of equipment involved.

(7) Secure training and personnel records of Army military/civilian personnel involved in the accident.

(8) Obtain and hold fuel and oil samples from Army motor vehicles and/or Army combat vehicles involved in the accident.

(9) Report to the safety investigator and Army claims authorities the location and custodian of any wreckage or evidence removed from the scene.

f. The DES, will:

(1) Provide accident site security.

(2) Ensure the accident site is not disturbed until photographs are taken and the accident team arrives.

g. The IMA will:

(1) Supply a medical officer as a board member.

- (2) Provide evacuation and treatment of injured personnel.
- (3) Secure medical records of personnel involved.
- (4) Provide an industrial hygiene report as required.
- (5) Obtain and refrigerate blood and urine samples from Army equipment operators, victims, and other personnel who have a direct involvement in the accident.

h. The DPW will minimize environmental damage. The cleanup of oil, fuel, and other hazardous material spills will be accomplished as soon as possible. If a hazard exists, cleanup will take precedence over preservation of the accident site.

i. The ISO will:

- (1) Serve as the safety point of contact for the board.
- (2) Ensure preliminary actions required by these instructions are initiated.
- (3) Process information concerning the accident and progress of the investigation to MEDCOM or Installation Management Agency.
- (4) Provide for administrative support, to include office space with Defense Switched Network (DSN) telephone, reproduction machine capability, and essential typing support.
- (5) Coordinate the activities and reports prepared and submitted by all agencies concerned with the accident, and send reports to the MEDCOM Safety office.

j. The Adjutant General will publish orders for the investigation board to include those members from the Combat Readiness Center.

k. The DOL will provide logistical support including equipment to recover wreckage when it is authorized to be moved (i.e., ground accidents involving multiple vehicles, injuries, or fatalities as determined by the type of accident). Provisions will be made for a suitable and secure area for storage and technical inspection of wreckage.

l. Administrative Reporting Requirements. Information will be provided to this MEDCOM concerning additional expenditures of manpower, money, and time required for the installation to support this program. Information should be provided as each investigation is completed.

m. Findings and Recommendations. Responsible commanders will be briefed on tentative findings and recommendations at the conclusion of the field portion of the investigation.

n. Collateral Investigation Under Provisions of AR 15-6, Procedures for Investigating Officers and Boards of Officers. The Combat Readiness Center investigation does not relieve commanders of the requirement to conduct a collateral board investigation, IAW AR 385-40. However, the collateral board will not interview witnesses or disturb the accident site until authorized to do so.

(1) The CAIG program is not intended to interfere with, impede, or delay law enforcement agencies in the execution of regulatory responsibilities as they apply to the investigation of accidents for a determination of criminal intent and/or criminal acts. Neither investigation should hamper the other since accomplishment of both investigations is in the best interest of the Army. IAW AR 195-2, Criminal Investigation Activities, law enforcement agencies have priority to witness and accident site access. The prudent exercise of this priority will permit accomplishment of the CAIG mission without conflict with law enforcement requirements.

(2) The DA Form 285 will not be used in the AR 15-6 investigation.

o. Limited Use Investigation. Investigators performing a limited use accident investigation requiring legal advice of the Combat Readiness Center Judge Advocate, need to call DSN 558-2924/2373, or commercial (334)255-2924/2373.

16. SAFETY TRAINING AND EDUCATION. Adherence to safe operating practices and procedures cannot be assured, unless there is a clear and defined knowledge of the job, its potential hazards, and the strategies necessary to perform the job properly. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. The OSH training, when properly applied, can result in both accident prevention, and performance

improvement. Commanders and chiefs of subordinate or tenant organizations will establish and implement an OSH training program consistent with organizational needs and which meet the requirements of this paragraph.

a. The Installation Safety Office will:

(1) Oversee the installation-wide OSH training program, to include design, implementation, and evaluation.

(2) Develop and present OSH related training courses to include on-site delivery.

(3) Establish standards for course development, instructors, training methods, and documentation.

(4) Identify OSH related training needs, and advise managers and supervisors of new training requirements.

(5) Assist managers and supervisors in identifying employee training requirements.

(6) Review requests for and approve all OSH training courses, course substitutions, and waivers.

(7) Maintain documentation for all training courses provided by the ISO.

(8) Determine budget requirements for training.

(9) Maintain a library of OSH training and reference material.

b. Managers and supervisors will:

(1) Identify OSH training requirements and/or the training needs specific to the job responsibilities, operations, and hazards to which their personnel may be exposed.

(2) Ensure personnel under their supervision attend and complete the required training.

(3) Provide job and hazard-specific orientation and training for new personnel or whenever procedural changes or system modifications have an impact on safety.

(4) Maintain written documentation of all OSH training on CSFS Form 98-E-R.

(5) Include OSH training requirements in the annual employee training plans and appraisal reports.

c. All personnel will:

(1) Receive safety training as part of the new employee orientation, within the first month after starting work at FSH.

(2) Participate in the workplace specific training conducted by the supervisor to include all mandatory items identified in section I, CSFS Form 98-E-R.

(3) Work only under the direct supervision of trained personnel until all training requirements are met.

(4) Complete all required courses.

(5) Use the knowledge learned from training to perform their jobs in a safe, healthful, and environmentally sound manner.

d. Specific Training Requirements. The following specific requirements represent the minimum training for all personnel and should not be considered inclusive:

(1) Work unit policy on occupational safety and health.

(2) Individual responsibility for safety and health.

(3) Employee reporting procedures for hazardous operations and/or conditions.

(4) Awareness of hazards common to the individual's worksite, trade, occupation, or task.

(5) Specific hazards of chemicals and/or materials used in the workplace and HAZCOM.

(6) PPE requirements for the job.

e. Managers and supervisors shall receive OSH training to enable them to effectively support OSH programs in their areas of responsibility. The ISO will assist in developing the

specific requirements as well as provide individual training upon request and within the staffing capabilities. Newly appointed supervisors shall receive OSH training within 120 days of their appointment, and will:

- (1) Review FSH OSH program goals, objectives, and special emphasis programs.

- (2) Follow procedures for reporting, investigating, and abating hazards.

- (3) Comply with accident/incident/near miss investigation and reporting.

- (4) Review OSH performance indicators and trends for the installation as well as the respective organization.

f. Contract and vendor personnel are responsible for providing their personnel with the required OSH training prior to working at FSH, and will ensure that:

- (1) The documentation for training is available for review by the COR and/or ISO.

- (2) All contractors and vendors will attend the contractor/vendor safety orientation course prior to performing work on FSH.

g. Collateral duty safety officers. Upon appointment as a CDSO, an employee will be provided with appropriate training commensurate with the scope of the assigned responsibilities. Such training must include:

- (1) Essential features of Public Law 91-596, the Occupational Safety and Health Act (1970).

- (2) Essential features of Executive Order 12196, Occupational Safety and Health Programs for Federal employees.

- (3) Requirements of 29 CFR 1960.59, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

- (4) FSH Occupational Safety Program for CDSOs.

(5) FSH procedures for reporting unsafe or unhealthful working conditions.

(6) Identification and use of occupational safety standards and other appropriate rules and regulations.

(7) Specific job-related safety and health information such as safe work practices; use and care of PPE, and reporting of injuries, illnesses, and hazardous conditions.

h. Employee Representatives. Training for FSH personnel who are representatives of employee groups, such as recognized bargaining units, will include information and materials that will enable such groups to effectively assist in conducting workplace safety inspections, and monitoring safety program effectiveness.

i. Occupational Safety and Health Personnel. These personnel shall be trained through courses, laboratory experiences, and field study to perform the necessary technical monitoring, consulting, inspecting, and tasks required. Training and education shall be provided following professional development plans and installation needs to support an effective OSH program. Individual development plans (IDPs) for each OSH professional shall be established. In addition, IDPs for OSH professionals shall be established to obtain eight continuing education units or equivalent annually. Training shall also include:

(1) On-the-job training on a continuing basis.

(2) Special courses of instruction, conferences, seminars, meetings, and the like related to assigned duties if they will contribute to their professional development.

(3) Participation, as appropriate, in the local Chapter of the Federal Field Safety and Health Council; the American Society of Safety Engineers; the American Industrial Hygiene Association; the American Conference of Government Industrial Hygienists; the American Association of Occupational Health Nurses; the National Safety Council, or other professional organizations.

j. Professional Certification. Certification of individuals in their professional specialty is highly desirable and fully supported by the US Army. Personnel are encouraged to obtain

professional certification, such as Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), and Certified Occupational Safety and Health Technologist (OSHT). Fort Sam Houston will support the efforts (within funding capability) of OSH personnel to become certified by providing funding for preparatory courses and attendance at meetings and/or courses for the purpose of maintaining certification.

k. Educational and Reference Material. Educational, reference, and promotional materials such as videotapes, posters, technical publications, pamphlets, and related materials are useful in promoting the prevention of workplace-related accidents and illnesses. Appropriate materials will be funded and purchased by the ISO. Appropriate materials shall be maintained and subscribed to as an integral element of the OSH program. Supervisors are encouraged to use the resources offered by the ISO as part of their training programs whenever possible. When training requirements cannot be satisfied by existing courses or materials, specialized training and materials can be developed. For information on current courses and a catalog of available aids contact the ISO at 295-7233.

17. SAFETY AWARDS.

a. Safety awards will be used as incentives for excellence in safety performance and/or programmatic contribution. Commanders at all levels will establish an awards program IAW AR 672-74, Army Accident Prevention Awards Program. Individual and organizational awards will be used to recognize achievements in preventing accidents. The following forms are available from the ISO:

- (1) DA Form 1118, Certificate of Merit for Safety.
- (2) DA Form 1119, Certificate of Achievement in Safety.
- (3) DA Form 1119-1, Certificate of Achievement in Safety.

b. Safety Promotional Items. Safety promotional items such as mugs, key chains, etc., will be budgeted for within each organizational element and within resource management/procurement regulations.

18. INSPECTION PROGRAM. The purpose is to provide policies and procedures for achieving compliance with facility safety and health inspection requirements for Federal agencies.

a. Discussion. Facility safety and health inspections are very important elements of an accident prevention program. Inspections are a principal means by which management and safety and health personnel identify hazardous conditions, unsafe work practices, and ensure corrective actions are taken. During facility inspections, the activities taking place within the facility will also be inspected with respect to OSHA compliance.

b. Qualifications for Inspectors. A successful inspection program requires trained, qualified, and competent inspectors. As a general rule, safety and health personnel responsible for inspections will be qualified for one or more of the Office of Personnel Management designations specified below:

- (1) GS-018, Safety and Occupational Health Manager.
- (2) GS-018, Safety and Occupational Health Specialist.
- (3) GS-803, Safety Engineer.
- (4) GS-019, Safety and Occupational Health Technician.
- (5) GS-804, Fire Protection Engineer.
- (6) GS-081, Fire Protection Specialist/Inspector.
- (7) GS-1306, Health Physicist.
- (8) GS-690, Industrial Hygienist.

c. Workplace Inspection Procedure. All workplaces will be inspected annually. High hazard areas will be inspected more frequently based upon an assessment of the potential for injuries, occupational illnesses and/or property damage. The inspection follows the procedures outlined in Standard Army Safety and Occupational Health Inspections (SASOHI).

d. Inspection Team Composition. Inspections may be performed by individual members of the safety and health organizations at FSH or by teams composed of representatives from the ISO, in addition to the cognizant building manager or area supervisor. Additional team members may be added as required. These may include union representatives, operations personnel, other managers/supervisors or employees,

environmental compliance personnel, and medical services personnel.

e. Inspection Protocol. The ISO representative will coordinate inspection schedules with the responsible building manager/area supervisor. The appropriate union representative will also be advised of scheduled inspections and invited to accompany inspection personnel during the inspection. During the inspection, the inspectors will inform the building manager and/or area supervisor of all deficiencies, the severity of the violations, and the timeframe allowed for corrective action. The building manager and/or area supervisor should document these deficiencies and initiate corrective actions as soon as possible.

f. Inspection Report. The ISO representative will provide a written record of inspection deficiencies to the functional unit responsible for correcting the hazard as soon as possible after the survey is completed. This report will specifically describe the violations and/or deficiencies noted during the inspection, reference the regulation or standard in violation, provide recommended corrective actions, and specify the level of severity of the violation. The functional unit has a 30-day suspense to identify corrective action taken or planned, to the ISO.

g. Imminent Danger Situations. When an imminent danger situation (a condition that immediately threatens to cause the loss of life or serious injury or illness of an employee) is discovered during an inspection, it shall be brought to the immediate attention of the cognizant supervisor. Immediate abatement action shall be initiated or the operation shall be terminated. Safety and health personnel are authorized to shut down any situation that poses an imminent danger until an appropriate review can be made.

h. Corrective Actions. Violations of safety and health standards and other deficiencies noted during inspections will be corrected following the procedures of paragraph 18f.

i. The functional manager and/or area supervisor is normally responsible for ensuring that each violation is corrected within the timeframe specified and that a written plan of correction is submitted to the ISO. Once the ISO representative approves and verifies that the corrective action has been implemented, the action item will be closed. If the functional manager or area

supervisor does not have the authority to correct the violation, the ISO representative shall identify the appropriate responsible person and obtain closure from them.

j. Responsibilities.

(1) The ISO will administer the Facility Safety and Health Inspection Program. This includes scheduling inspections, coordinating input from the inspection team, writing the inspection report, maintaining inspection files, and tracking corrective actions to closure; establish a database to allow for trending and analysis. Supervisors and/or functional managers will ensure that corrective actions for violations identified during inspections are implemented within specified timeframes.

(2) The DPW will provide immediate support to RAC 1 and RAC 2 deficiencies. Provide cost estimates for all deficiencies, and coordinate with the ISO on abatement projects.

EMPLOYEE SAFETY AND HEALTH TRAINING RECORD <small>(For use of this form see AMEDDC&S & FSH Reg 385-10; the proponent is HHSW-SM1-50)</small>			
NOTE: FOR DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL - FILE THIS FORM WITH SUPERVISOR'S RECORD OF EMPLOYEE. FOR MILITARY PERSONNEL - FILE THIS FORM WITH ON-THE-JOB TRAINING RECORD OR WITH CERTIFICATION AND RECURRING TRAINING FORMS.			
1. NAME (Last, First, Middle Initial):	2. STATUS (Check One): <input type="checkbox"/> CIV <input type="checkbox"/> MIL	3. ORGANIZATION AND OFFICE SYMBOL:	
4. DUTY TITLE:	5. OCCUPATIONAL SERIES/GRADE OR PRIMARY MOS/RANK:		
6. POTENTIAL HAZARDS ASSOCIATED WITH PRESENT DUTY:			
7. OCCUPATIONAL HEALTH MEDICAL EXAM REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If yes, describe type:</small>			
I. MANDATORY ITEMS (To be briefed to all personnel)			
1. Fire Safety <input type="checkbox"/> How to Report a Fire <input type="checkbox"/> Alarms/Codes <input type="checkbox"/> RACE Concept <input type="checkbox"/> Exits & Extinguishers <input type="checkbox"/> PASS Concept <input type="checkbox"/> Evacuation		5. Work Place Hazards <input type="checkbox"/> Chemical Hazards (HAZCOM) <input type="checkbox"/> Electrical <input type="checkbox"/> Bloodborne Pathogens/Standard Precautions <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Personal Protective Equipment (PPE) <input type="checkbox"/> Lifting <input type="checkbox"/> Noise <input type="checkbox"/> Other	
2. Applicable Regulations/Standards <input type="checkbox"/> OSHA Standards <input type="checkbox"/> DOD Directives/Regulations <input type="checkbox"/> Army Regulations <input type="checkbox"/> FSH <input type="checkbox"/> Camp Bulletins <input type="checkbox"/> Other		6. Reporting <input type="checkbox"/> Unsafe Equip., conditions, or procedures <input type="checkbox"/> DA Form 4753 <input type="checkbox"/> Hazard Report, DA Form 4755 <input type="checkbox"/> CSFS Form 98-E-R <input type="checkbox"/> Hazard Abatement Plan, DA Form 4756 <input type="checkbox"/> DA Form 4754	
3. Incidents/Accidents/Emergencies <input type="checkbox"/> Emergency Numbers <input type="checkbox"/> Bulletin Boards <input type="checkbox"/> Treatment Locations <input type="checkbox"/> Civilian Injury Forms		7. Personnel Rights <input type="checkbox"/> OSH Program Manager <input type="checkbox"/> IG <input type="checkbox"/> Civilian Personnel <input type="checkbox"/> Other	
4. General Safety <input type="checkbox"/> FSH <input type="checkbox"/> Organization/Directorater/Division		8. Other <input type="checkbox"/> Required Use of Safety Belts <input type="checkbox"/> Individual Responsibilities for	
II. PERSONAL PROTECTIVE EQUIPMENT (PPE)			
PPE	REQUIRED (X = YES)	AVAILABLE (X = YES)	TRAINING DATE
Foot Protection - Safety Shoes - Booties - Conductive Shoes - Other			
Eye Protection - Glasses - Goggles - Face Shield - Other			
Hand Protection - Gloves (type)			
Body Protection - Apron (cloth, impervious, lead, other)			
Hearing Protection - Muffs - Plugs			
Respiratory Protection - Respirator (type) - Mask (purpose)			
Head Protection			
Other (Specify):			

CSFS FORM 98-E-R, MAR 2006

PREVIOUS EDITION IS OBSOLETE

CSFS V2.00

FIGURE 1
CSFS Form 98-E-R, Employee Safety and Health Training Record

III. SPECIALIZED OSH TRAINING					
SUBJECT	TYPE		DATE	SUPERVISOR'S SIG	EMPLOYEE'S SIG
	INITIAL	ANNUAL			
New Employee					
(HAZCOM) Hazard Communication					
Bloodborne Pathogens					
Personal Protective Equipment					
Fire Safety					
Fire Extinguisher (Hands-on)					
Respiratory Protection (including Fit Testing)					
HAZCOM					
Bloodborne Pathogens					
Personal Protective Equipment					
Fire Safety					
IV. REMARKS					
<p>*Annual training represents the maximum times; however, if the work situation changes, update training should be provided at that time. Add additional updates (refreshers), additional job specific training, or unique hazards in this section.</p>					
V. CERTIFICATION (PER OSHA, 29 CFR 1910. SUBPART I)					
<p>I certify that a hazard assessment has been conducted and the PPE selected is appropriate for the identified hazard. Further, I certify that training was accomplished to include use, inspection, and limitations of the PPE.</p>					
<p>_____</p> <p>(SUPERVISOR)</p>			<p>_____</p> <p>(DATE)</p>		

CSFS FORM 98-E-R, MAR 2005, Back

FIGURE 1 (CONT)
CSFS Form 98-E-R, Employee Safety and Health Training Record

APPENDIX A
REQUIRED AND RELATED PUBLICATIONS AND FORMS

1. Required Publications:

AR 15-6, Procedures for Investigating Officers and Boards of Officers, para 15n.

AR 25-400-2, The Army Records Information Management System (ARIMS), para 11c(5).

AR 40-5, Preventive Medicine, para 8c(2).

AR 195-2, Criminal Investigation Activities, para 15n(1).

AR 385-10, The Army Safety Program, para 7, para 8c(5), para 9, para 10d(2).

AR 385-40, Accident Reporting and Records, para 15a, para 15e(3), para 15n.

AR 672-74, The Army Accident Prevention Awards Program, para 17a.

DA Pam 710-2-1, Using Unit Supply System, 8d(6).

AMEDDC&S & FSH Memo 385-33, Hazard Communication Program, para 8d(6).

2. Required Forms:

CA1 - Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

CA2 - Federal Employee's Notice of Occupational Disease

CA6 - Official Supervisor's Report of Employee Death

DD Form 2272, DOD Occupational Safety and Health Protection Program, para 8j(8).

DA Form 285, US Army Accident Report, para 13b(2)&(3).

DA Form 1118, Certificate of Merit for Safety (Controlled Form), para 17a(1).

DA Form 1119, Certificate of Achievement in Safety (Controlled Form), para 17a(2).

DA Form 1119-1, Certificate of Achievement in Safety (Controlled Form), para 17a(3).

DA Form 4754, Violation Inventory Log, 10d(6).

DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions, para 11b.

CSFS Form 96-E, Accident/Incident/Near Miss Report, para 8j(9).

CSFS Form 98-E-R, Employee Safety and Health Training Record, para 8k(2).

3. Related Publications.

AR 11-34, The Army Respiratory Protection Program.

AR 40-15, Medical Warning Tag and Emergency Medical Identification Symbol.

AR 40-583, Control of Potential Hazards to Health from Microwave and Radio Frequency Radiation.

AR 200-1, Environmental Protection and Enhancement.

AR 385-15, Water Safety.

AR 385-16, System Safety Engineering and Management.

AR 385-26, Use of Explosives and Pyrotechnics in Public Demonstrations, Exhibitions and Celebrations.

AR 385-30, Safety Color Code Marking and Signs.

AR 385-63, Policies and Procedures for Firing Ammunition for Training Practice and Combat.

AR 385-64, Ammunition and Explosives Safety Standards.

AR 420-47, Solid and Hazardous Waste Management.

AR 420-90, Fire Protection.

AR 600-55, The Army Driver and Operator Standardization Program.

AR 700-52, Licensing and Control of Sources of Ionizing Radiation.

AR 700-141, Hazardous Materials Information System (HMIS).

DA Pam 40-11, Preventive Medicine.

DA Pam 385-1, Small Unit Safety Officer/NCO Guide.

DA Pam 385-3, Protective Clothing and Equipment.

TRADOC PAM 385-1, The TRADOC Model Safety Program and Self-Assessment Guide

TB MED 523, Control of Hazards to Health from Microwave and Radio Frequency Radiation and Ultrasound.

TB MED 524, Occupational and Environmental Health: Control of Hazards to Health from Laser Radiation.

APPENDIX B JOB HAZARD ANALYSIS

1. A Job Hazard Analysis (JHA) is used to describe a process whereby each job is analyzed by breaking it into the specific tasks, identifying the potential hazards associated with the various tasks, and instituting remediation/protective actions to preclude the potential hazard from becoming an actual hazard that would impact the job.

2. Procedure:

a. Step 1 - Analyze the job to determine the majority and major tasks associated with performing the job.

b. Step 2 - Determine all potential hazards associated with particular task.

c. Step 3 - List the control mechanisms that will preclude the potential hazard from becoming an actual hazard.

3. Example: Installing a Traffic Sign (STOP) at an intersection.

Task 1: Controlling Traffic.

Potential Hazard: Vehicular Traffic.

Remediation/Protection:

- (1) Supervisor brief personnel.
- (2) Select time when traffic is at a minimum.
- (3) Notify the DES.
- (4) Determine if on-site DES is required or detour necessary.
- (5) Wear protective/reflective/light clothing.
- (6) Place pylons in near lane to divert traffic.

Task 2: Digging Hole.

Potential Hazard 1: Utility Underground.

Remediation/Protection -

- (1) Obtain digging/penetration permit as appropriate.
- (2) Locate utilities.
- (3) Isolate utilities necessary*

Potential Hazard 2: Condition on Hand Tools.

Remediation/Protection -

- (1) Inspection of handles for cracks.
- (2) Inspection of instrument for condition.

Task 3: Inserting Sign into Hole.

Potential Hazard: Lifting Heavy Object.

Remediation/Protection -

- (1) Training in proper lifting techniques.
- (2) Using two individuals for inserting the sign.

Task 4: Stabilizing the sign in the Hole.

Potential Hazard: Sign Falling onto Employee.

Remediation/Protection -

- (1) Installing support brackets.
- (2) Using two individuals.
- (3) Immediately filling the hole removed soil.
- (4) Compacting the soil.

Task 5: Departing the Job site.

Potential Hazard: Vehicular Traffic.

Remediation/Protection -

- (1) Wear protective/reflective/light clothing.
- (2) Relocate the vehicle to provide protection while removing pylons.
- (3) Use flashers on the vehicle.

*May be necessary to contact someone who is trained in lockout/tagout or have these individuals trained in lockout/tagout.

4. The job analysis is a form of risk management; however, it is applied to specific jobs and not necessarily an activity or process as is risk management.

GLOSSARY

SECTION I

Abbreviations.

AMEDDC&S

US Army Medical Department Center and School

AR

Army Regulation

ARIMS

Army Records Information Management System

CAIG

Centralized Accident Investigation of Ground Accidents

CDSO

Collateral Duty Safety Officer

CEI

Cost Effectiveness Index

CFR

Code of Federal Regulations

COR

Contracting Officer Representative

CPAC

Civilian Personnel Advisory Center

CRCP

Civilian Resource Conservation Program

CSFS

AMEDD Center and School & Fort Sam Houston

DA

Department of Army

DES

Department of Emergency Services

DOC

Directorate of Contracting

DOD

Department of Defense

DOL

Directorate of Logistics

DPW

Directorate of Public Works

DSN

Defense Switched Network

EDI

Electronic Data Interchange

EDP/HDP

Environmental Differential Pay/Hazardous Duty Pay

FECA

Federal Employee Compensation Act

FSH

Fort Sam Houston

IDPs

Individual Development Plans

IMA

Installation Medical Authority/Preventive Medicine

IH

Industrial Hygiene or Industrial Hygienist

ISO

Installation Safety Office

IAW

In Accordance With

MEDCOM

Medical Command

MSDS

Material Safety Data Sheet

NEO

New Employee Orientation

NLT

Not Later Than

OSH

Occupational Safety and Health

OSHA

Occupational Safety and Health Administration

OSHAct

Occupational Safety and Health Act of 1970

OWCP

Office of Workers Compensation Program

POV

Privately Owned Vehicle

PPE

Personal Protective Equipment

RAC

Risk Assessment Code

SASOHI

Standard Army Safety and Occupational Health Inspection

SDO

Staff Duty Officer

SSN

Social Security Number

UIC

Unit Identification Code

USAG

US Army Garrison

SECTION II

Terms

Collateral Duty Safety Officer

The CDSO is appointed by the functional manager to carry out the day-to-day safety responsibilities within an organization. The CDSO must be given appropriate time to perform these functions commensurate with the type and size of the organization.

Civilian Resource Conservation Program

The CRCP is the Army's program to conserve the civilian resources through management of accidents and injuries. A primary responsibility is to reduce workers' compensation costs and return employees to duty.

Fort Sam Houston

Refers to the garrison and Camp Bullis operations and training areas but also includes the AMEDDC&S, as well as other tenant organizations.

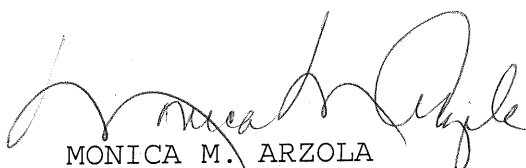
Risk Assessment Code

The use of the term RAC is associated with an expression of potential loss based on severity, probability, and exposure. This is standardized method with the DA of rating potential hazards in the workplace.


(IMSW-SMH-SO)

FOR THE COMMANDER:

OFFICIAL:



MONICA M. ARZOLA
Secretary of the General Staff



EARNEST C. BRIDGES
Chief, Human Resources
And Administration

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